

---

**I. PURPOSE**

This policy establishes the conditions for employees having appropriate access to designated areas that require keys.

**II. POLICY**

- A. Certain employees are issued keys to Athlos Academy of Jefferson Parish offices and facilities.
  - 1. These keys are never to be loaned out or given to anyone except management.
    - a. The Lead School Administrator or designee is responsible for procedures regarding distribution and return of keys.
  - 2. For each Athlos Academy of Jefferson Parish classroom, office or facility, the designated personnel shall open and close area.
    - a. Closing a classroom or office includes turning off the lights and any electrical equipment and locking windows and doors.